

9/25/06 - (8)

# ***Local Initiative Program***



## **Application for Comprehensive Permit Projects**

10/1/03



**Department of Housing & Community Development**  
One Congress Street, 10<sup>th</sup> Floor ~ Boston, MA 02114 ~ 617-727-7765

## INSTRUCTIONS

Please submit three copies of the application plus two copies of all drawings. The submittal must include a check for the processing fee, payable to DHCD, for \$1500 per project plus \$20 per unit.

Mail to:  
Department of Housing & Community Development  
One Congress Street, 10<sup>th</sup> Floor  
Boston, MA 02114  
Attn: Office of Sustainable Development

Email to:  
marilyn.contreas@ocd.state.ma.us

To fill out the application electronically, simply position your cursor on a line and type. You can use the tab key to move between questions. *Note that for email submissions, signatures and all attachments including payment must be sent separately by regular mail.*

Most questions are self-explanatory. If you need assistance, please contact Marilyn Contreas at 617-727-7001 x 408.

For question 12 on page 5, please provide the general designation of zoning (e.g. residential, business, mixed-use). Do not provide only the specific municipal category (e.g. R-1).

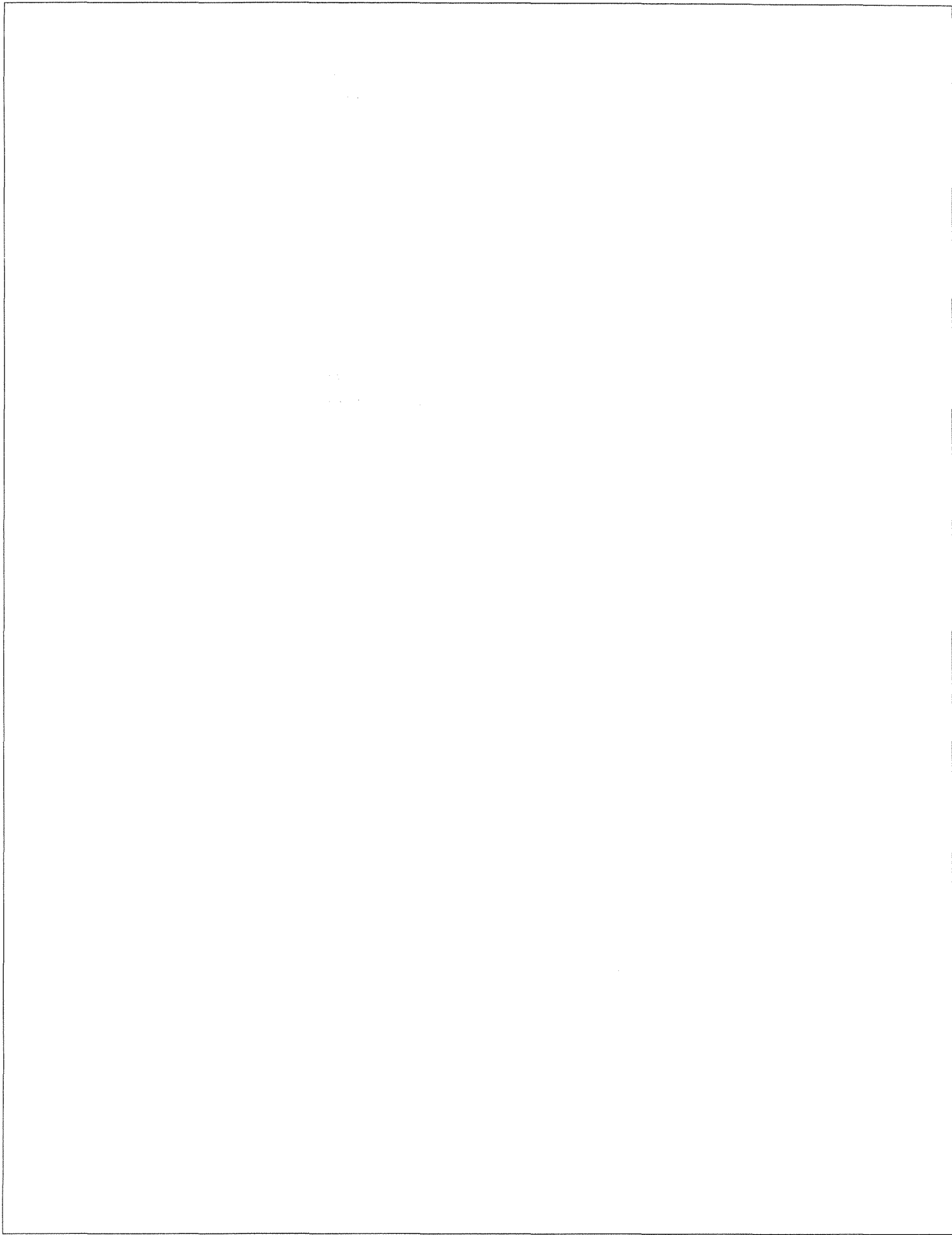
For question 4 on page 6, "affordable units" must be at least 25% of the total and must be affordable to households with incomes at or below 80% of area median. Refer to the Guidelines for more information. "Other units" are those that are made available under special financing or special agreement (e.g. with Section 8 vouchers or through MassHousing programs).

For rental projects, you must use the One Stop Application, available online at <http://www.onestopapp.com/>, instead of Unit Composition (page 8) and Ownership Pro Forma (page 11). Contact DHCD for assistance.

Notes on required attachments (see Checklist, page 17): The letter of interest from a construction lender should be pertinent to the proposed project. The map of the community highlighting the site can be any type of map showing at least major roads. The rationale for the affordable prices should explain your assumptions and what factors you considered.

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Department of Housing & Community Development

***Local Initiative Program***

Application for Comprehensive Permit Projects

**GENERAL INFORMATION**

1. Community: Acton, Massachusetts  
2. Name of Development: Lillian Road Residences  
3. Site Address: 19 Bulette Road, Acton, MA  
4. Developer: Triple BBB, LLC  
5. Municipal Project Contact: \_\_\_\_\_  
6. Title: \_\_\_\_\_  
7. Address: \_\_\_\_\_  
8. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
10. Email: \_\_\_\_\_

11. Type of Housing:  
☐ Fee Simple  
☒ Condominium  
☐ Rental  
☐ Age Restricted

12. Project Characteristics:  
☒ New Construction 2 Units  
☐ Rehabilitation  
☐ Conversion  
☒ Other One Existing

13. Total Acres : 2± Density of Project (units/acre) 2

14. Are there wetlands on the site? ☐ Yes ☒ No

15. Unit Count:

Total Number of Units 3 Affordable 1 Market 2

16. Unit Prices/Rents:

Market Rate: \$499,000.00 for one new; \$600,000.00 for existing  
Affordable: \$160,000.00 for one new

17. Required Signatures:

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Chief Elected Official of Municipality

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Date

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Chairman, Local Housing Partnership  
(if applicable)

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Date

## **Municipal Contact Information ~ Other than Project Contact**

### **1. Chief Elected Official**

Name Walter Foster, Chairman, Board of Selectmen  
Address 472 Main Street, Acton, MA 01720  
Phone 978/264-9612 Fax 978/264-9630  
Email bos@acton-ma.gov

### **2. Town Administrator/Manager**

Name Don Johnson  
Address 472 Main Street, Acton, MA 01720  
Phone 978/264-912 Fax 978/264-9630  
Email manager@acton-ma.gov

### **3. City/Town Planner (if any)**

Name Roland Bartl  
Address 472 Main Street, Acton, MA 01720  
Phone 978/264-9636 Fax 978/264-9630  
Email planning@acton-ma.gov

### **4. Chairman, Zoning Board of Appeals**

Name John Wagner  
Address 472 Main Street, Acton, MA 01720  
Phone 978/264-9632 Fax 978/264-9630  
Email boa@acton-ma.gov

### **5. Chairman, Local Housing Partnership (if any)**

Name Nancy Tavernier  
Address 472 Main Street, Acton, MA 01720  
Phone 978/263-9611 Fax 978/264-9630 (town hall)  
Email achc@acton-ma.gov

## Community Support

1. Letter of Support from Municipality

*Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.*

2. Letter of Support from Local Housing Partnership

*If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.*

3. Local Contributions

*Check off all that apply and provide a brief description at the end.*

- ☐ Land donation (dollar value\_\_\_\_\_)
- ☐ Building donation (dollar value\_\_\_\_\_)
- ☐ Marketing assistance
- ☐ Other work by local staff
- ☒ Density increase
- ☒ Waiver of permit fees
- ☐ Other regulatory or administrative relief (specify)  
\_\_\_\_\_
- ☐ Local funds (cash)  
Amount \$\_\_\_\_\_
- ☐ Agreement by a lender to provide favorable end-loan financing  
(ownership projects only)
- ☐ Other (specify)  
\_\_\_\_\_

Briefly explain the contributions:

This is a small project which developer is seeking to develop under a LIP program. Zoning relief will be requested for density, septic regulations (shared system for two homes) and from subdivision regulations to permit the division of a 2 acre lot into two 1 acre lots to permit the existing structure to be sold independently without any sharing of costs of septic replacement by the new units. Result will be one existing unit with discreet access and septic on Bulette Road and 2 new 3-bedroom homes with access on Lillian Road with a shared septic system.

4. Conformance with Local Plans

*If applicable, briefly describe how the project fits with any planning the community has done (e.g. master plan, EO 418 housing strategy or CD Plan, affordable housing plan).*

Acton has enacted a housing development production plan. This project is not within one of the target areas for density but this project falls within the plan by creating a single family 3 bedroom home housing alternative for a qualified home buyer to enable a larger family to

acquire Acton housing without being relegated to a multifamily townhouse style project with higher condominium fees. The location also falls within general guidelines of accessibility to major traffic corridors and public transportation.



## The Site

### 1. Site Characteristics

*Describe the site and note the presence of any development constraints such as wetlands or ledges. If there are any unusual site conditions, explain them here.*

The property consists of an existing single family home on 81,296 square feet. The property has frontage on Bulette Road and on Lillian Road. The proposal is to create two new identical 3 bedroom homes with access from Lillian Road, as shown on the plan (one of which will be affordable). The site is relatively flat sloping gently toward Route 2 in the rear. The septic systems will be only slightly elevated by not more than 3 - 4 feet from Lillian Road, blending in with the existing topography on the side and rear. The site will require some clearing. The Developer will replace those mature shrubs which provide a buffer for the benefit of the abutter.

### 2. Describe the current and prior uses of the site. If there are any existing buildings, explain what will be done with them.

One existing single family home to remain.

### 3. Is the site or any building on the site listed, nominated, or eligible for listing on the National or State Register of Historic Places? ☐ Yes ☒ No

### 4. Is the site located in or adjacent to an historic district? ☐ Yes ☒ No

### 5. Acreage

Acreage on site 2±

Total buildable acreage 2±

### 6. Site Control

☐ Developer owns the site. *Attach a copy of the deed.*

☒ Developer holds a Purchase and Sale agreement or option on the site. *Attach a copy of the P&S or option.*

### 7. Value of Land \$745,000.00 (Existing House and Land)

*Attach verification of the value of the land either through the last arms-length transaction if the transaction occurred within the last three (3) years or through a current appraisal by a licensed appraiser showing the value of the land **under by-right zoning**.*

### 8. Available Utilities & Infrastructure

☒ Public water

☐ Private well

☒ Public streets

☐ Private streets

☐ Public sewer

☒ Private sewer

☒ Septic system

☐ On-site package treatment or alternative

9.

Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

Approximate Distances: 3.3 miles to train (MBTA), 2.3 miles to center, shopping, schools; 2-5 miles to major transportation corridor to work centers. See Smart Growth summary attached.

10.

Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site. NONE

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.

☐ Yes

☒ No

12. Current Zoning

Zoning classification

residential

Usage allowed

1 single family dwelling

Units per acre allowed

1 per two acres

13. Has the municipality denied a permit on another proposal for this site within the last 12 months?

☐ Yes

☒ No

14. What waivers will you be requesting under the comprehensive permit?

Variance from local Board of Health Regulations to permit one septic system for 2 homes. Board of Health approval has already been obtained. Variances from the zoning by-law as to density. Variance to subdivide parcel into two one acre lots, each having frontage.

## Surrounding Neighborhood & Community

1. Describe the land uses in the surrounding neighborhood. Residential single family homes

2. What is the prevailing zoning in the surrounding neighborhood? Residential

3. Describe nearby amenities and services such as shopping or recreation.

Access to major East / West highway. Convenience store shopping within 2 miles. Schools and recreation nearby. Walking distance (2.2 miles) to town center. 3.3 miles to MBTA public transportation to Boston. See Summary attached.

4. Is the site close to other affordable housing units? If so, provide the distance.

Other areas within Action, probably over 5 miles distant.

5.

Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development), if at all.

Please refer to the Smarth Growth Criteria attached.

## The Project

1. Type of Project Total number of units
- |            |                     |
|------------|---------------------|
| Fee simple | <u>1</u> (existing) |
| Condo      | <u>2</u>            |
| Rental     | —                   |
| Other      | —                   |
2. Project Style Total number of units
- |                               |          |
|-------------------------------|----------|
| Detached single-family        | <u>3</u> |
| Rowhouse/townhouse            | —        |
| Duplex                        | —        |
| Multifamily house (3+ family) | —        |
| Apartment building            | —        |
| Other (specify)               | —        |
3. If there will be multiple buildings, will they follow smart growth design (e.g. cluster)? Explain. \_\_\_\_\_
4. Unit Mix
- |                               | Number   | Percentage of Total |
|-------------------------------|----------|---------------------|
| Affordable (see Instructions) | <u>1</u> | <u>1/3</u>          |
| Market Rate                   | <u>2</u> | <u>2/3</u>          |
| Handicapped Accessible        | —        | —                   |
| Other (see Instructions)      | —        | —                   |
| Total Units                   | <u>3</u> | <u>100%</u>         |
5. Will the project meet Energy Star Standards? If so, describe.
- New construction will meet energy efficiency standards.
6. Estimate the percentage of the site used for:
- |                              |                                  |
|------------------------------|----------------------------------|
| Buildings <u>8%</u>          | Parking & Paved Areas <u>10%</u> |
| Usable Open Space <u>82%</u> | Unusable Open Space <u>82%</u>   |

7. Development Schedule

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	Total by type
Number of affordable units	June, 2007	_____	_____	_____
Number of market units	June, 2007	_____	_____	_____
Total by phase	_____	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

All permits granted	<u>2/15/07</u>	_____	_____
Construction start	<u>3/15/07</u>	_____	_____
Marketing start - affordable units	<u>3/15/07</u>	_____	_____
Marketing start - market units	<u>3/15/07</u>	_____	_____
Construction completed Phase 1	<u>6/15/07</u>	_____	_____
Initial occupancy	<u>6/15/07</u>	_____	_____

8. If any public funds will be used to develop this project, please indicate the source, the amount, and the use. N/A

9. Local tax rate per thousand: \$14.58

10. Will all features and amenities available to market buyers also be available to affordable buyers? If not, explain the differences.

Yes as to the 2 new homes. The existing house will not be altered. It contains 4 bedrooms, has its own septic system and access and will have its own 1 acre lot. The new homes will consist of two houses on one lot with individual access but a shared septic system. A condominium form of ownership will provide for sharing maintenance and upgrade costs for the septic system in the ratio of 1/3 for the affordable unit and 2/3 for the market unit. The other amenities such as driveway, electricity, water, heat, etc. will be individually owned and identical for both units.

11. Unit Composition ~ Ownership Projects Only\*

*Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.*

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft.	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	1	3	1.5	1800	2-4	\$160,000.	\$35	<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Market	1	3	1.5	1800	2-4	\$499,000	\$70	<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Other Existing	1	4	2.5	2500	2-5	\$700,000	0	<input type="checkbox"/>
								<input type="checkbox"/>

\*For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

## Design and Construction

### 1. Drawings

*Please submit two copies of all drawings. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42" and must be folded into 8 1/2" X 11".*

#### Cover sheet showing written tabulation of:

- ☒ Proposed buildings by design, ownership type, and size
- ☒ Dwelling unit distribution by floor, size, and bedroom/bath number
- ☐ Square footage breakdown of commercial, residential, community, and other usage in the buildings
- ☒ Number of parking spaces

#### Site plan showing:

- ☒ Lot lines, streets, and existing buildings
- ☒ Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- ☒ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- ☒ Wetlands, contours, ledge, and other environmental constraints
- ☒ Identification of affordable units
- ☒ Sidewalks and recreational paths
- ☒ Site improvements, including landscaping

#### Utilities plan showing:

- ☒ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

#### Graphic depiction of the design showing:

- ☒ Typical building plan
- ☒ Typical unit plan for each unit type with square footage tabulation
- ☒ Elevation, section, perspective, or photograph
- ☒ Typical wall section

## 2. Construction Information

<b><u>Foundations</u></b>	<b><u># Mkt Units</u></b>	<b><u># Affordable Units</u></b>	<b><u>Attic</u></b>	<b><u># Mkt Units</u></b>	<b><u># Affordable Units</u></b>
Slab on Grade	—	—	Unfinished	—	—
Crawl Space	—	—	Finished	—	—
Full Basement	<u>2</u>	<u>1</u>	Other	—	—
<b><u>Exterior Finish</u></b>	<b><u># Mkt Units</u></b>	<b><u># Affordable Units</u></b>	<b><u>Parking</u></b>	<b><u># Mkt Units</u></b>	<b><u># Affordable Units</u></b>
Wood	<u>2</u>	<u>1</u>	Outdoor	<u>2</u>	<u>2</u>
Vinyl	—	—	Covered	—	—
Brick	—	—	Garage	<u>1</u>	<u>1</u>
Fiber Cement	—	—	Bicycle	—	—
Other	—	—			

### **Heating System**

Fuel: ☐ Oil      ☒ Gas      ☐ Electric      ☐ Other

Distribution method (air, water, steam, etc.): FHA

### **Energy Efficient Materials**

Describe any energy efficient or sustainable materials used in construction: All current energy efficient and energy savings materials will be used including windows, insulation, siding, toilets, burners, water tanks, etc.

### **Non-Residential Space**

Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. None

### **Modular Construction**

If modular construction will be used, explain here. N/A



## Project Feasibility ~ Ownership Projects\*

1. Ownership Pro Forma PLEASE SEE ATTACHED SPREADSHEET

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$_____	\$_____	\$_____	_____
<u>Hard Costs:</u>				
Earth Work	\$_____	\$_____	\$_____	_____
Site Utilities	\$_____	\$_____	\$_____	_____
Roads & Walks	\$_____	\$_____	\$_____	_____
Site Improvement	\$_____	\$_____	\$_____	_____
Lawns & Planting	\$_____	\$_____	\$_____	_____
Demolition	\$_____	\$_____	\$_____	_____
Unusual Site Cond.	\$_____	\$_____	\$_____	_____
(b) Total Site Work	<b>\$_____</b>	<b>\$_____</b>	<b>\$_____</b>	_____
Concrete	\$_____	\$_____	\$_____	_____
Masonry	\$_____	\$_____	\$_____	_____
Metals	\$_____	\$_____	\$_____	_____
Carpentry	\$_____	\$_____	\$_____	_____
Roofing & Insulation	\$_____	\$_____	\$_____	_____
Doors & Windows	\$_____	\$_____	\$_____	_____
Interior Finishes	\$_____	\$_____	\$_____	_____
Cabinets & Appliances	\$_____	\$_____	\$_____	_____
Plumbing & HVAC	\$_____	\$_____	\$_____	_____
Electrical	\$_____	\$_____	\$_____	_____
(c) Total Construction	\$_____	\$_____	\$_____	_____
(d) General Conditions	\$_____	\$_____	\$_____	_____
<b>(e) Subtotal Hard Costs (a+b+c+d)</b>	<b>\$_____</b>	<b>\$_____</b>	<b>\$_____</b>	_____
(f) Contingency	\$_____	\$_____	\$_____	_____
<b>(g) Total Hard Costs (e+f)</b>	<b>\$_____</b>	<b>\$_____</b>	<b>\$_____</b>	_____
<u>Soft Costs:</u>				
Permits/Surveys	\$_____	\$_____	\$_____	_____
Architectural	\$_____	\$_____	\$_____	_____
Engineering	\$_____	\$_____	\$_____	_____
Legal	\$_____	\$_____	\$_____	_____
Bond Premium	\$_____	\$_____	\$_____	_____
Real Estate Taxes	\$_____	\$_____	\$_____	_____
Insurance	\$_____	\$_____	\$_____	_____
Security	\$_____	\$_____	\$_____	_____
Developer's Overhead	\$_____	\$_____	\$_____	_____
General Contractor's Overhead	\$_____	\$_____	\$_____	_____
Construction Manager	\$_____	\$_____	\$_____	_____
Property Manager	\$_____	\$_____	\$_____	_____
Construction Interest	\$_____	\$_____	\$_____	_____
Financing/Application Fees	\$_____	\$_____	\$_____	_____
Utilities	\$_____	\$_____	\$_____	_____

SEE ATTACHED SPREAD SHEET

\*For Rental Projects, fill out the Pro Forma from the One Stop Application.

Maintenance (unsold units)	\$ _____	\$ _____	\$ _____	_____
Accounting	\$ _____	\$ _____	\$ _____	_____
Marketing	\$ _____	\$ _____	\$ _____	_____
<b>(h) Subtotal Soft Costs</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	_____
(i) Contingency	\$ _____	\$ _____	\$ _____	_____
<b>(j) Total Soft Costs (h+i)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	_____
<b>(k) Total Development Costs (g+j)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	_____

2. Profit Analysis *(should conform to the pro forma)*

Sources:

Affordable projected sales	\$ _____
Market sales	\$ _____
Public grants	\$ _____
<b>(A) Total Sources</b>	<b>\$ _____</b>

Uses:

Construction Contract Amount	\$ _____
<b>(B) Total Development Costs</b>	<b>\$ _____</b>

Profit:

<b>(C) Total Profit (A-B)</b>	<b>\$ _____</b>
<b>(D) Percentage Profit (C/B)</b>	<b>\$ _____</b>

3. Cost Analysis *(should conform to the pro forma)*

Total Gross Building Square Footage	_____
Residential Construction Cost per Sq. Ft.	\$ _____
Total Hard Costs per Sq. Ft.	\$ _____
Total Development Costs per Sq. Ft.	\$ _____
Sales per Sq. Ft. <i>(do not include proceeds from public grants)</i>	\$ _____

SEE ATTACHED SPREAD SHEET

Ownership Pro Forma	Total Costs	Per New Unit	Per Old Unit
(a) Site Acquisition	\$745,000.00	70000	605,000.00
Hard Costs			
Earth Work	40000	20000	0
Site Utilities	10000	5000	
Roads & Walks	10000	5000	
Site Improvement			
Lawns & Planting	8000	4000	
Demolition			
Unusual Site Cond.	1000	500	
(b) Total Site Work	69000	34500	0
Concrete	20000	10000	
Masonry	5000	2500	
Metals	5000	2500	
Carpentry	22000	11000	
Lumber, roofing, insulation	40000	20000	
Doors & Windows	40000	20000	
Interior Finishes	30000	15000	
Cabinets & Appliances	20000	10000	
Plumbing & HVAC	32000	16000	
Electrical	28000	14000	
© Total Construction	242000	121000	
(d) General Conditions			
(e) Subtotal Hard Costs	311000	155500	
(f) Contingency	20000	10000	
Total Hard Costs	331000		
Soft Costs			
Permits/Surveys	12000		
Architectural	2500		
Engineering	6000		
Legal	15000		
Bond Premium			
Real Estate Taxes	10000		
Insurance	3000		
Security	2000		
Developer's Overhead	7500		
General Contractor's Overhead	5000		
Construction Manager			
Property Manager			
Construction Interest	10000		
Construction application fees	4000		
Utilities			
Maintenance (unsold units)			
Accounting	4000		
Marketing	63000		
(h) Subtotal Soft Costs	140000		
(i) Contingency			
(j) Total Soft Costs	140000		
(k) Total Development Costs	471000		
Total Development and Acquisition	1216000		
SALES REVENUE			
1 Affordable		\$160,000.00	
1 Market		\$499,000.00	
1 Market		\$700,000.00	
TOTAL REVENUE		\$1,359,000.00	
PROFIT	\$143,000.00		
PERCENTAGE PROFIT OVER COSTS	11.75%		

## The Development Team ~ Contact Information and Experience

1. Developer

Name TRIPLE BBB, LLC  
Address 215 Harwood Avenue, Littleton, MA 01460  
Phone 978-423-6560 Fax \_\_\_\_\_  
Email \_\_\_\_\_ Tax ID # 76-0831789

2. Contractor/Builder

Name New England Excavating and Development, Inc.  
Address 215 Harwood Avenue, Littleton, Ma 01460  
Phone 978-423-6566 Fax \_\_\_\_\_  
Email \_\_\_\_\_ Tax ID # \_\_\_\_\_

3. Architect/Engineer ☐ LEED certified?

Name Andrew P. Martino, Engineering Consultant  
Address 12 Corliss Road, Windham, NH 03087  
Phone 603-548-2849 Fax \_\_\_\_\_  
Email Andrewpmartino@adelphia.net Tax ID # \_\_\_\_\_

4. Attorney

Name Sherrill R. Gould  
Address GOULD LAW OFFICES, 311 Great Road, P.O. Box 752, Littleton, MA 01460  
Phone 978/486-9566 Fax 978/486-09434  
Email sherryesq@yahoo.com Tax ID # 04-2805036

5. Marketing Agent *(if more than one, attach a separate sheet)*

Name Possibly Coldwell Banker - undecided as of now.  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Tax ID # \_\_\_\_\_

6. Consultant

Name NA  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Tax ID # \_\_\_\_\_

7. Team Experience -- The Developer and Contractor

*Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past three years. Include projects currently in construction. Provide owner references for each project, including a current phone number.*

SEE ATTACHED SUMMARY SHEETS - THE DEVELOPER IS A NEWLY FORMED ENTITY,  
BUT THE CONTRACTING TEAM HAS EXPERIENCE AS SET FORTH ON THE ATTACHED  
SHEETS.

# **New England Excavating and Development, Inc.**

215 Harwood Avenue  
Littleton, MA 01460  
(978) 423-6560

## **Residential Projects**

### **Acton, Massachusetts**

1 Maillet Drive	2400 SQ FT
19 Bulette Road	3000 SQ FT
13 Lillian Road	2400 SQ FT

### **Littleton, Massachusetts**

207 Harwood Avenue	2000 SQ FT
215 Harwood Avenue	10000 SQ FT

# **New England Excavating and Development, Inc.**

215 Harwood Avenue  
Littleton, MA 01460  
(978) 423-6560

## **Jobs Completed**

Town of Pepperell	Water Mains	\$400,000.00
Southboro Housing Authority	Sewerage Disposal System	\$150,000.00
Town of Grafton	Water Main Distribution System	\$300,000.00
Town of Bedford	Water Main Distribution & Computer Control Station	\$1,000,000.00
Town of Provincetown	Landfill Closure Phase I	\$450,000.00
Town of Provincetown	Landfill Closure Phase II	\$800,000.00
Lisa Lane, Acton, MA	Subdivision	\$200,000.00
Bellantoni Drive, Acton MA	Subdivision	\$100,000.00
Garland Rd, Lincoln MA	Subdivision	\$400,000.00



# **New England Excavating and Development, Inc.**

215 Harwood Avenue  
Littleton, MA 01460  
(978) 423-6560

## **References**

Steve Desey  
Acton Public School Department  
978-264-4700

Doug Halley  
Town of Acton- Board of Health  
978-264-9634

Todd Mancuso  
Town of Concord-Water Department  
978-318-3062

Bob McGinty  
Linbrook Properties  
781-953-7789

Albert & Anita Ellis  
OHC Development Corp.  
978-486-0016

## DEVELOPER'S EXPERIENCE

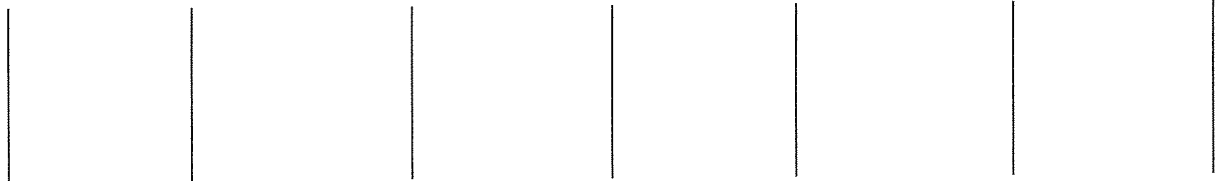
Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone
N/A PLEASE REFER TO ATTACHED								

## CONTRACTOR'S EXPERIENCE

**PLEASE REFER TO THE ATTACHED SUMMARY SHEETS**

Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone

2110/1/03



## Marketing and Lottery Plans

### 1. Marketing Plan

*Please provide on a separate sheet a marketing plan in accordance with the LIP Guidelines. The marketing plan should be designed to reach all segments of the eligible population within the HUD region (see Appendix B of the Guidelines), should be specific to the project, and should contain sufficient information on: project size, unit mix, number and type (number of bedrooms) of affordable units, sales price or rent level, selection process for affordable units (e.g., lottery to be held), maximum qualifying income for the affordable units, local preference percentage and criteria (if any), and sales agent information, including telephone number. Describe the proposed time frame for marketing activities.*

*The marketing plan also needs to include a narrative on outreach to minority populations in the HUD region (Appendix C of Guidelines), including but not limited to: use of newspapers, notice to social service, religious, and/or civic organizations, employers or employer organizations, organizations offering homebuyer education programs, and public meetings.*

There is only one market rate unit to be sold. It is anticipated that a local realtor advertising in the local and Boston papers will list and sell the market unit. Neither the realtor nor the developer will discriminate in the sale of this home. At the current time, Coldwell Banker of Acton, Massachusetts is being contemplated. It is anticipated that the property will be on the market approximately 3 months.

### 2. Proposed Lottery Process for Affordable Units

*A lottery process is most often used to achieve fair and open access to the project's affordable units. On a separate sheet, provide a description of the lottery process for this project that includes information on:*

- o income eligibility*
- o the application process*
- o where, when, and how to obtain an application*
- o plans for public meetings to be held to explain the lottery process*
- o preference categories including the number of units in each category*
- o who will oversee the lottery process*

*Refer to page 18 of the LIP Guidelines to prepare the description.*

*SINCE THERE IS ONLY ONE AFFORDABLE UNIT, THE DEVELOPER INTENDS TO DEFER TO THE TOWN'S PREFERENCE FOR THE LOTTERY PROCESS, INCLUDING, PREFERENCES TO EMPLOYEES AND RESIDENTS, STATE GUIDELINES FOR INCOME ELIGIBILITY, AND THE LOCAL HOUSING BOARD OR COMMITTEE'S ESTABLISHED PROCEDURE FOR THE APPLICATION PROCESS.*

## Checklist of Attachments

- ☐ Letter of support signed by Chief Elected Official of municipality
- ☐ Letter of support from local housing partnership (if applicable)
- ☐ Signed letter of interest from a construction lender (see Instructions)
- ☒ Map of community showing location of site (see Instructions)
- ☒ Directions to site from I93 or I90 in Boston or from nearest train station if appropriate (please do not use MapQuest or MapBlast)
- ☐ Check payable to DHCD
- ☐ Rationale for calculation of affordable purchase prices or rents (see Instructions)
- ☒ Copy of site control documentation (deed or Purchase & Sale or option agreement)
- ☒ Last arms length transaction or current appraisal under by-right zoning
- ☐ 21E summary (if applicable)
- ☐ Photograph of existing building(s) and/or site
- ☒ Site Plan showing location of affordable units
- ☒ Sample floor plans and/or sample elevations
- ☒ Marketing plan including plan for outreach to minorities
- ☒ Lottery plan